

PCA Vacancy Upload File Specifications

The Kansas State Department of Education (KSDE) has developed this document to provide School Districts and LEAs with a detailed description of the file requirements for uploading vacant positions to Personnel Categorical Aid. The upload process provides an alternative method for School Districts and LEAs to add vacancies into Personnel Categorical Aid.

General Vacancy Upload File Requirements

- A. The PCA Vacancy Upload File specifications will be used for submitting data to KSDE for adding positions to the special education vacancy report.
- B. All fields should contain actual data. That is, no trailing spaces should be appended to fill to the maximum length specified. Fields should not have any leading spaces; however, some fields may require leading zeros.
- C. Because no unique identifier field exists, any upload must contain all data. Uploading deletes all existing vacancy data for the LEA and adds only the data contained in the upload.

PCA Vacancy Export File Specification

This file is to be exported from the School District/LEA as a comma delimited Excel file and processed through Personnel Categorical Aid.

Each School District/LEA PCA Vacancy Export File will contain:

- The first row of each upload file will contain the names of data fields as follows: District Code, Local Position Number, New/Replacement, Available, Professional/Non-Professional, Area, Low Level, High Level, FTE
- Each detail record may contain information for no more than one vacancy per record.
- The fields in each record will be delimited by a *delimiter character* (the fields are not fixed length – the “maximum length” indicated in the record layout is meant as the highest number of characters allowed in that field). For detail records the *delimiter character* used must be a comma.
- All fields are required to at least have a placeholder. That is, if the field has no data or is listed as “optional”, the *delimiter characters* that “surround” that field are there with no data between the *delimiter characters*.
- Each record is terminated by a carriage return/line feed character string. The last field in the record is not terminated by a *delimiter character* but only by the carriage return/line feed.

Detail Record Layout (PCA Vacancies Upload File Specifications)

Please note that the Field Ref # below is included only for your convenience in referring to the fields and is NOT part of the record layout.

Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D1	District Code	5	Alphanumeric	Valid data required.	The unique number which has been assigned to the LEA by the state. In this case, it is the unique number of the School District/LEA for which the Vacancy is being uploaded.
D2	Local Position Number	25	Alphanumeric	Valid data required.	The unique identification number for the position that is created and assigned by the School District/LEA. This is NOT a required field and may be blank.
D3	New/Replacement	1	Alphanumeric	Valid data required.	Allowable values are: N = New R = Replacement
D4	Available	10	mm/dd/yyyy	Valid data required. Month and day must include any leading zeroes.	The month, day, and year when the position became available. The start of the school year may be used if unknown or vacant all year.
D5	Professional / Non-Professional	1	Alphanumeric	Valid data required.	Allowable values are: P = Professional (qualified to directly provide services) N = Non-Professional (qualified to assist)
D6	Area	2	Alphanumeric	Valid data required.	A two-character area acronym determined by the services the position is contracted to provide. Allowable values are: AD – Special Ed. Admin AP – Adaptive PE AS – Assistive Technology AT – Art Therapy AU – Audiology BD – Behavior Disorder BR – Braille Transcriber BS – Behavior Specialist CS – Counselor EC – Early Childhood GI – Gifted HI – Hearing Impaired ID – Intellectual Disability IN – Educational Interpreter IR – Interrelated Program IS – Integration Specialist IT – Infant/Toddler LD – Learning Disability MT – Music Therapy/Ed NU – Nurse OM – Orient./Mobil. Specialist OT – Occupational Therapy PD – Personnel Development PS – Psychology PT – Physical Therapy RD – Registered Dietician RE – Recreation Therapy RS – Reading Specialist SL – Speech/Language SM – Severe Multiple Disability SU – Supervisor/Asst. Dir SW – Social Work TR – Transition Services VI – Visually Impaired VO – Vocational Special Needs WS – Work Study/Transitional XX – Special Use

Detail Record Layout (PCA Vacancies Upload File Specifications)

Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D7	Low Level	2	Alphanumeric	Valid data required.	Two-character acronym indicating the lowest grade level or age group the position would work with. **If "IT" is indicated for the Area the Levels must be "IT". **If "EC" is indicated for the Area the Levels must be "EC". Allowable values are: IT – Infant Toddler (0-2) 06– Sixth Grade EC – Early Childhood 07– Seventh Grade KG – Kindergarten 08– Eighth Grade 01– First Grade 09– Ninth Grade 02– Second Grade 10– Tenth Grade 03– Third Grade 11– Eleventh Grade 04– Fourth Grade 12–Twelfth Grade 05– Fifth Grade
D8	High Level	2	Alphanumeric	Valid data required.	Two-character acronym indicating the highest grade level or age group the position would work with. **If "IT" is indicated for the Area the Levels must be "IT". **If "EC" is indicated for the Area the Levels must be "EC". **If the Low Level is IT, the High Level must be "IT". **If the Low Level is EC, the High Level must be "EC". Allowable values are: IT – Infant Toddler (0-2) 06– Sixth Grade EC – Early Childhood 07– Seventh Grade KG – Kindergarten 08– Eighth Grade 01– First Grade 09– Ninth Grade 02– Second Grade 10– Tenth Grade 03– Third Grade 11– Eleventh Grade 04– Fourth Grade 12–Twelfth Grade 05– Fifth Grade
D9	FTE	4	Numeric (n.nn format)	Valid data required.	The amount of FTE available in the position. The acceptable value range is 0.00 to 1.00. Any value outside these ranges will produce an error.